



**Carleton  
University**

School of  
Social Work

**School of Social Work**

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Carleton University  
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### **Information for Students: Letters Confirming Completion of Degree Requirements**

There are two types of letters available for students who will be completing their degree after their final practicum. Students must complete all requirements of the practicum and apply to graduate before requesting these letters.

1. **Confirmation of Completion of Requirements for a Social Work Degree** for the Ontario College of Social Workers and Social Service Workers (OCSWSSW).
  - This letter is required if you are graduating with a degree in social work and require membership in the College prior to convocation – but after you have completed all the academic and practicum requirements of your program. According to the College, the Registrar may issue a general certificate of registration provided all other registration requirements are met, and you agree to a term, condition and limitation on your certificate of registration.
  - Please note that once your degree is conferred, you will need to request to have your official transcripts sent directly to the OCSWSSW. Requests can be submitted online through Carleton Central. You can have your document sent by regular mail by completing the “Mail To” section on the Carleton Central request form. Transcripts are produced by the Registrar’s Office, not the School of Social Work. For more information: <https://carleton.ca/registrar/student-documents/transcripts/>
2. **General letter confirming completion of degree requirements.**
  - This letter is *sometimes* required by employers or potential employers.
  - If all grades have been submitted/approved and appear on the student’s transcripts, this letter is not applicable. Instead, you should be requesting one or both of the following letters through Carleton Central: <https://carleton.ca/registrar/student-documents/confirmation-of-graduation-letters/>

#### **Instructions for requesting\*:**

1. The School must have a firm and final grade recommendation from your Faculty Liaison, prior to being able to produce either letter.
  - Faculty Liaisons require a minimum of 1 week after the submission of your final assignment(s), to finalize your file and make the final grade recommendation.
2. Once your practicum requirements are complete, you can request one or both of these letters by e-mailing the Practicum Administrator, Megan Stansel, at [SSW.Practicum.Admin@carleton.ca](mailto:SSW.Practicum.Admin@carleton.ca)
  - Please copy your Program Administrator, [andrea.kenny@carleton.ca](mailto:andrea.kenny@carleton.ca) (BSW) or [stephanie.mulville@carleton.ca](mailto:stephanie.mulville@carleton.ca) (MSW), when you submit your request.
  - These letters must be explicitly requested, they are not produced automatically.

- You MUST apply to the OCSWSSW before requesting the “Confirmation of Completion of Requirements for a Social Work Degree” form. For more information: [https://www.ocswssw.org/applicants/students\\_and\\_new\\_graduates/](https://www.ocswssw.org/applicants/students_and_new_graduates/)
- You MUST apply to graduate before requesting either of these letters. For more information: <https://carleton.ca/registrar/progress/graduation/>

\* Please note that letters cannot be produced if you have outstanding grades in other course work (not including practicum).